**HATHERSAGE PARISH COUNCIL**

*Clerk – Mr. S. C. Wyatt, Heart of Hathersage, Main Road, Hathersage, S32 1BB.*

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Minutes of HR Committee Meeting

Meeting held at the Sampson Room, Memorial Hall, Hathersage.

7:00 p.m. on 4th December 2019.

Present: Councillors W Hanley, B Hanley, Jane Marsden, S Turner, H Rodgers

In attendance: SC Wyatt (Clerk)

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| 045/19 |  | To note Apologies for Absence – none received |
| 046/19 |  | To decide any variation in the order of business – none. |
| 047/19 |  | Declaration of interests – none. |
| 048/19 |  | Approve minutes of the meeting 8th October 2019. **Approved** and signed by the chair. |
| 049/19 |  | Matters arising – with reference to minute number 038/19 following advice taken after the meeting the letter was not written but the following is suggested to be sent to all councillors and staff - *“The Parish Council welcomes robust discussion and constructive comments around any issue relevant to the Parish Council. However, this year a number of interventions and communications have fallen short of the standards that we would expect. Staff and Councillors are reminded that all comment should be appropriate and should respect colleagues. Complaints and concerns should go through proper procedures. If you are in any doubt on how to proceed, please contact the Clerk or the Chair of the Parish Council.”* |
| 050/19 |  | Complaints received – no new complaints had been received. |
| 051/19 |  | Pool staff job descriptions.Job Description (JD) have been reviewed and it has been have confirmed that a significant refresh is required. *Post meeting note: more recent job descriptions have subsequently been provided that will now be reviewed.*It was **agreed** that JD for all staff need to be held in a central location. The Clerk confirmed that Office 365 was used for the Clerk’s files and that this provides ‘cloud storage’. The utilisation of this will be reviewed by the Clerk to make some of the space available for pool staff documentation.It was **agreed** that an internal audit needs to be carried out to ensure all staff have a ‘file’ of their recruitment, appointment, training and on ongoing matters during employment, stored centrally and securely. |
| 051/19 | .1 | It was **agreed** that RFO Chris Cave should be included in future HR Committee meetings as the person who has historically issued staff contracts, knows the wages paid and has copies of Job Descriptions. |
| 052/19 |  | Role of professional advisor.We are waiting for information with regards hours and job descriptions. A proposal for hourly rate (£35 to £40) and total hours to be worked is to be advised. A contract should be put in place signed by both HPC and the role holder.The Clerk was asked to speak to the incumbent and arrange a meeting. |
| 053/19 |  | Update on Vacancies. The Caretakers vacancy is now filled and appointment agreed by HPC.There have been 5 applications for the Assistant Clerk vacancy. Copies of the applications were provided to Cllrs. Jane Marsden, B & W Hanley for review. Interviews will be arranged for the New Year.Signed: Date: |
| 054/19 |  | Engaging Castle Associates. Cllr. W Hanley said that he had spoken to Castle and was awaiting information from them. |
| 055/19 |  | Recruitment of permanent/senior/seasonal staff – recorded within a confidential minute held in the Clerk’s files. |
| 056/19 |  | Specifications and protocols for volunteers - c/f to next meeting |
| 057/19 |  | Staff support and supervision- c/f to next meeting |
| 058/19 |  | Pool closure period wages – the minutes of the Parish Council meeting 03/12/19 show the agreement that has been reached. |
| 059/19 |  | Clerk’s Annual Review – the Clerk asked for this to be arranged in the New Year. This will be with Cllrs. Jane Marsden and Heather Rodgers. |
| 060/19 |  | Clerk’s Report/Correspondence – nothing to report. |
| 061/19 |  | Items for next meeting. Pool structure, code of conduct, pool professional advisor. |
| 062/19 |  | Confirm date of next meeting – tba. |

Signed: Date:

**Actions Points Raised**

The action number is the date of the meeting followed by a sequential number as the action arises in the minutes. The minute number to which the action refers is included in the Action text.

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| **Number** | **Action** | **Owner** | **Status** |
| 041219-001 | 049/19 The Clerk was asked to send the statement to all staff and council members with regards raising complaints or grievances following the agreed protocol. | S Wyatt | Raised |
| 041219-002 | 051/19 Cllrs. W Hanley and S Turner will review the latest pool staff JD made available by RFO Chris Cave. | Cllrs. W Hanley/S Turner | Raised |
| 041219-003 | 051/19 The Clerk will review the use of Office 365 as a central storage area for personnel documentation. | S Wyatt | Raised |
| 041219-004 | 051/19 An internal audit will be arranged of documentation held for employees and council members.  | Cllr. W Hanley | Raised |
| 041219-005 | 051/19.1 The Clerk will update the email distribution list and committee membership to include RFO Chris Cave in the HR Committee. | S Wyatt | Raised |
| 041219-006 | 052/19 The Clerk was asked to arrange a meeting in the New Year. | S Wyatt | Raised |
| 041219-007 | 053/19 The Clerk will arrange a meeting in the New Year to discuss the Assistant Clerk applications and then dates for interview. | S Wyatt | Raised |
| 041219-008 | 054/19 Cllr. W Hanley will follow up his enquiries with Castle Associates. | Cllr. W Hanley | Raised |